MEMO FOR THE RECORD

According to ███████████████ Statistical Reporting Branch/OP, there are ██████████████████ different Divisions coded in the current Staffing System;

Utilizing the above figures and the fact that approximately 60 identical records follow each Office and 5 identical records follow each Division on the T/O, a 26% reduction of space requirements can be realized by adopting a standardized routine to print out these records on the Position Control Register.

Offices

approx nr of records following each office

records can be eliminated

Divisions

nr of records following each Division

records can be eliminated

Total nr of records in current T/O
Total nr of eliminated records
            Remaining records

Group Leader/HRS

PERSIGN DATA ELEMENTS

ITEM DESCRIPTION	AN	FV	SIZE MIN	SIZE MAX	PER-SIGN PROJ	OTHER MAN-POWER PROJ	NEW ITEM	1152 IN-PUT	UPDATE OTHER PERSIGN INPUT	COM-PUTER GENE-RATED	DIC-TION-ARY ITEM	CON-TROL ITEM	PRINTED ON 1150	USED IN MAN-POWER REPTG	NEEDED BY PAY	OP ARCHI-VAL PROJ
MAIN IDENTIFICATION:																
ID Number	N	F	9	9	X			X	X				X	X	X	X
Name	A	V	4	24	X			X					X	X	X	X
Name - Old	A	V	2	3	X			X	X						X	
Date Of Birth	N	F	6	6	X			X	Z				X	X	X	X
Sex	A	F	1	1	X			X	Z				X	X	X	X
Affiliation	AN	F	2	2	X			X						X	X	X
Payroll Ind	A	F	1	1	X	X		X					X	X	X	X
Persign Ind (Strgth)	N	F	1	1	X	X				X				X		X
ACTION:																
Action-Control	A	F	1	1	X			X	X							X
Action-Control No	N	F	3	3	X		X	X	X	X			X			
Action-Type Code	AN	F	2	2	X			X	X					X	X	X
Action-Type-Text	AN	V	9	60			X				X		X			
Action-Date Of	N	F	6	6	X			X	X				X	X	X	X
Action-Process Date	N	F	4	4	X					X			X	X	X	X
Legal Auth-Code	N	F	1	1			X	X								
Legal Auth-Text	AN	V	12	18			X				X		X			
Std. Remarks-Code	AN	F	2	2			X	X								
Std. Remarks-Text	AN	V	5	350			X				X		X			
Non-Std. Remarks	AN	V	5	700			X	X					X			
PERSONAL/ID:																
Name - Old	A	V	4	24	X					X			X	X		X
Affiliation Text	A	V	6	40			X				X		X	X		
Age	N	F	2	2	X					X				X		
Age Group Code	A	F	1	1	X					X				X		
Age Group Text	N	F	5	5							X			X		
Marital Status-Code	A	F	1	1	X			X	X					X	X	
Marital Status Text	A	V	5	9							X			X		
Race	N	F	1	1	X			X	Z					X		X
Vet Pref	N	F	1	1	X			X	X				X	X		X
SERVICE DATES/TIME:																
LCD	N	F	6	6	X			X	X				X	X	X	X
SCD (Leave)	N	F	6	6	X			X	X				X	X	X	X
CS-EOD (Original Cont. Eff Date)	N	F	6	6	X				X					X	X	X
Affiliation-Date of	N	F	6	6	X					X				X		

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SERVICE DATES/TIME: (Cont'd)																
Agency-Tot Lgth Serv	N	F	4	4	X					X				X		
Govt-Tot Lgth Serv	N	F	4	4	X					X				X		
CS Mbrshp Type	A	F	1	1	X			X		X		X	X	X		X
CS Mbrshp Date	N	F	4	4	X				X	X		X		X		X
Appt/Contract Nte	N	F	6	6	X			X				X	X	X	X	
Original Cont Date	N	F	6	6	X			X	Z					X		
ASSIGNMENT:																
Org - Numeric	N	F	?	?	X						X			X	X	X
Org-Dir-Alpha Long	A	V	15	17	X						X		X	X		X
Org-Dir-Alpha Short	A	F	3	5	X						X			X		X
Org-Off-Alpha Long	A	V	10	32			X				X		X	X		
Org-Off-Alpha Short	A	V	2	4	X			X			X			X	X	X
Org-Div-Alpha Long	AN	V	2	30			X				X		X	X		
Org-Div-Alpha Short	AN	V	2	5	X		X				X			X		X
Org-Br-Alpha Long	AN	V	2	28			X				X		X	X		
Org-Br-Alpha Short	AN	V	2	5	X		X				X			X		X
Org-Sect-Alpha Long	AN	V	2	26			X				X		X	X		
Org-Sect-Alpha Short	AN	V	2	5	X		X				X			X		X
Station - Code	N	F	5	5	X			X						X	X	X
Station - Alpha	A	V	8	25	X						X		X	X		
Hq	N	F	1	1	X			X					X	X	X	X
Hq-Text	A	V	3	12							X			X		
Occup - Code	AN	V	4	7	X			X					X	X	X	X
Occup - Text	AN	V	4	20	X						X		X	X		X
Occup - Sup Code	A	F	1	1	X		X	X						X		X
Occup - Sup Text	A	V	2	5	X		X				X		X	X		
Slot	A	F	5	5	X			X					X	X	X	X
Serv-Design	A	V	1	2	X			X					X	X	X	X
Serv-Design Sub	AN	F	1	1	X		X	X					X	X		X
Serv-Design GRP	A	F	1	1	X					X				X		
Sub Categ Code	A	F	1	1	X					X				X		X
Sub Categ Text	A	V	8	27							X			X		
POSITION:																
Position-Sched	AN	V	1	3	X		X			X				X		X
Position-Grade	AN	V	2	5	X		X			X				X		X
Position Occ Code	AN	V	4	7	X		X			X				X		X
Position Title	A	V	4	20	X					X				X		
Position Sub Text	A	V	2	5	X		X			X				X		
Position SD	A	V	1	2	X		X			X				X		X
Position SD Sub	AN	F	1	1	X		X			X				X		X
Position-Sub Categ	A	F	1	1	X		X			X				X		X
Position-Rotation Code	A	F	1	1	X		X			X			X			
Position Control No	AN	F	?	?	X					X						

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ACTION TYPES/CONTROL:																
LWOF – Date In	N	F	6	6	X			X						X	X	
LWOP – Expir Date	N	F	6	6	X			X				X	X	X		
LWOP – Categ Code	A	F	1	1	X			X								X
LWOP – Category	A	V	2	14							X		X			
PRA/UNS Code	AN	F	1	1	X			X	X							
PRA-UNS Category	A	V	7	14							X		X	X		
PRA-UNS Date In	N	F	6	6	X					X				X		
PRA-UNS – Due Out	N	F	6	6	X			X	X	X		X	X	X		
Overlapped Emp	N	F	9	9	X			X				X		X		
Detail In/Out – Nte	N	F	6	6	X			X				X	X	X	X	
Dev Comp Code	A	F	2	2	X			X					X	X		
Dev Comp – Reason	A	V	7	14							X			X		
Dev Comp – Date In	N	F	6	6	X					X				X		
Dev Comp – Due Out	N	F	6	6	X		X	X	X	X		X	X	X		
Dev Comp – Off Assg	A	V	2	4	X		X			X				X		
Pending Reass – In	N	F	6	6	X		X			X		X		X		
Sub Categ Diff Reason	A	F	1	1	X		X	X						X		
Sub Categ Diff – Nte	N	F	6	6	X		X	X	X			X		X		
Special Ref Text	AN	V	3	25							X			X		
Spec Ref	AN	V	1	3	X			X				X	X	X		
Rotation Due Out	N	F	6	6	X		X	X	X			X	X	X		
Rotation Code	N	F	1	1	X		X	X	X				X	X		
CHANGE HISTORY:																
DIR – Date Change	N	F	6	6	X					X				X		
DIR – Old	A	F	1	1	X					X				X		
Off – Date Change	N	F	6	6	X					X				X		
Off – Old	AN	F	3	3	X					X				X		
DIV – Date Change	N	F	6	6	X		X			X				X		
DIV – Old	AN	F	3	3	X		X			X				X		
SD – Date Change	N	F	6	6	X					X				X		
SD – Old	AN	V	1	3	X					X				X		
Sub Categ-Date of Chg	N	F	6	6	X		X			X				X		
Sub Categ-Old	A	F	1	1	X		X			X				X		
Occ Ser-Date of Chg	N	F	6	6	X		X			X				X		
Occ Ser – Old	N	F	4	7	X		X			X				X		
Sched Old	AN	V	1	3	X					X				X		
Grade Old	N	F	2	2	X					X				X		
Slot-Date of Chg	N	F	6	6	X		X			X				X		
Slot – Old	AN	F	5	5	X		X			X				X		
Hrs-Date of Chg	N	F												X		

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CHANGE HISTORY: (Cont'd)																
Hqs – Old	N	F	1	1	X		X			X				X		
Affiliation-Date Chg	N	F	6	6	X					X				X		
Affiliation – Old	AN	F	2	2	X					X				X		
Ceiling-Date of Chg	N	F	6	6	X					X				X		
CTP Now/Ever	A	F	1	1	X					X				X		X
CTP Entry Date	N	F	6	6	X					X				X		X
CTP Class	N	F	3	3	X				X					X		X
CTP – GR	AN	F	2	2	X					X				X		X
CTP – SCHED	AN	V	2	3	X					X				X		X
Mid Career Now/Ever	A	F	1	1	X		X			X				X		X
Pay Ind. Old	A	F	1	1	X		X			X				X		X
Pay Ind. Date Change	N	F	6	6	X		X			X				X	X	X
Separation Code	AN	F	7	7	X			X						X	X	X
Separation Text (1)	A	V	11	16						X				X		
Separation Text (2)	A	V	27	51						X				X		
Separation Text (3)	A	V	20	43						X				X		
Separation Text (4)	A	V	5	25						X				X		
Separation Text (5)	A	V	14	37						X				X		
PAY/RETIREMENT																
Schedule	AN	V	1	3	X			X					X	X	X	X
Grade	AN	F	2	2	X			X					X	X	X	X
Step	AN	F	1	1	X			X	X	X			X	X	X	X
Currency Unit	AN	F	1	1	X			X					X	X	X	
Salary/Rate	N	V	3	7	X			X	X	X			X	X	X	X
Earned Salary	N	V	6	7	X					X				X		
Pay Basis	AN	F	1	1	X			X					X	X	X	
Step Incr Elig	A	F	1	1		X		X					X	X	X	
LEI	N	F	6	6		X		X		X		X	X	X	X	
PSI – Due Date	N	F	6	6		X			X	X		X	X	X	X	
Date of Grade	N	F	6	6		X		X		X			X	X	X	X
Grade – Time In	N	F	4	4	X					X				X		
Retirement Code	N	F	1	1	X			X					X	X	X	X
Retirement Text	A	V	3	17							X			X		
LPI Entitlement	A	F	1	1	X			X					X	X	X	
Saved Rate Nte	N	F	6	6	X			X				X	X	X	X	
Salary/Task Limit	AN	F	3	3	X			X					X		X	
No. of Hours	N	F	2	2	X			X					X		X	
Fan No	N	F	8	12	X			X	X				X	X	X	

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25X1C

ITEM DESCRIPTION	AN	FV	SIZE MIN	MAX	PER-SIGN PROJ	OTHER MAN-POWER PROJ	NEW ITEM	1152 IN-PUT	UPDATE OTHER PERSIGN INPUT	COM-PUTER GENE-RATED	DIC-TION-ARY ITEM	CON-TROL ITEM	PRINTED ON 1150	USED IN MAN-POWER REPTG	NEEDED BY PAY	OP ARCHI-VAL PROJ
	N	F	6	6		X				X					X	
	A	F	2	2		X		X					X		X	
	N	F	6	6		X				X					X	
	A	V	2	3		X		X					X		X	
	N	F	2	2		X		X					X		X	
	N	F	1	1		X		X					X		X	
	N	F	7	7		X		X					X		X	
	A	V	4	20		X	X	X					X		X	
	A	F	2	2		X									X	
	AN	V	4	11		X									X	
	A	V	5	25								X	X			
TAX/LEAVE/ENTITLEMENTS:																
Fed Tax Exemp.	N	F	2	2				X							X	
Fed Tax Options	N	F	3	3				X							X	
State Tax Exemp	N	F	2	2				X							X	
State Tax Code	N	V	2	2				X							X	
State Tax-Alpha	A	F	2	7							X				X	
Prev. Gov. Ser	N	F	1	1				X							X	
Ann Lv Categ	N	F	1	1				X							X	
Sick Lv Categ	N	F	1	1				X							X	
Home Lv Elig	N	F	1	1				X							X	
Tax Committee	A	F	1	1				X							X	
Fegl1/Option	N	F	1	1				X							X	
Local Tax Exemp	N	F	2	2				X							X	
Local Tax Code	AN	F	2	2				X							X	
Premium Pay	A	F	1	1				X							X	
Premium - Overtime	A	F	1	1				X							X	
Premium - Night Diff	A	F	1	1				X							X	
Premium - Sunday	A	F	1	1				X							X	
Premium - Holiday	A	F	1	1				X							X	
Premium - Hazardous	A	F	1	1				X							X	
Standby Duty Pay	A	F	1	1				X							X	
Lump Sum Deposit	A	F	1	1				X							?	
Bonus	A	F	1	1				X							X	
Flat Rate Award	A	F	1	1				X							?	
Addt'l Liau NOC Prem	A	F	1	1				X							?	
Differential	A	F	1	1				X							X	
Standard Gov Allow	A	F	1	1				X							X	
Allowance Committee	A	F	1	1				X							X	
Housing Allowance	A	F	1	1				X							X	

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TAX/LEAVE/ENTITLEMENTS: (Cont'd)																
Post/Equal Allow	A	F	1	1				X							X	
Educational Allow	A	F	1	1				X							X	
Sep. Maint. Allow	A	F	1	1				X							X	
Operational Exp	A	F	1	1				X							?	
PCS Travel	A	F	1	1				X							?	
TDY Travel	A	F	1	1				X							?	
HHE Shipped	A	F	1	1				X							?	
Pov Shipped	A	F	1	1				X							?	
▇▇▇▇▇▇▇	A	F	1	1				X							X	
Other Non-Tax Allow	A	F	1	1				X							?	
Offset Clause	A	F	1	1				X							X	

25X1C